



PAID PART-TIME STUDENT INTERN POSITION

**UNITED STATES PRETRIAL SERVICES AGENCY
NORTHERN DISTRICT OF CALIFORNIA**

The United States Pretrial Services Agency for the Northern District of California is currently accepting applications for the part-time position of Pretrial Services Technician (aka Student Intern). This position will provide operational support to the San Jose office. More than one position can be filled by this announcement.

DUTY STATION: San Jose, California
CLOSING DATE: Until Filled
SALARY: 16.17 per hour / bi-weekly (Classification Level 22 / Step 03)
HOURS: 16 – 24 hours per pay period

WAE

This is a When-Actually-Employed (WAE) Appointment. There is no pre-determined work schedule and compensation is based on the actual hours worked.

PRIMARY DUTIES

- Assist in completing reports and correspondence for the courts
- Assist Officers with administrative duties such as scanning, shredding, copying, filing, and conducting database searches, chronological entries, etc.
- Assist in conducting criminal record checks through local/national law enforcement databases
- Maintain Chain of Custody Logs/Files for Drug Testing
- Perform receptionist duties by greeting visitors/defendants in person and/or on the telephone directing them to the appropriate staff member
- Process outgoing mail/receiving mail and routing to the appropriate staff member
- Perform other duties as assigned

QUALIFICATIONS:

- Applicant must be a high school graduate or equivalent
- Applicant must be currently enrolled as a part-time or full-time student pursuing an undergraduate degree in social work, criminal justice, criminology, psychology, sociology, human relations, or a related field of study. Proof of enrollment must be provided
- Ability to communicate effectively both orally and in writing
- Skill in using Windows-based personal computers and standard software applications such as word processing, spreadsheets, electronic mail and web searches, etc.
- Familiarity with standard office equipment such as scanners, copy machines and fax machines
- Proficient typing and data entry skills
- Flexibility in adapting workplace changes

Student Intern
Job Announcement PSA SAN JOSE 1-2020

In addition, the successful candidate should also possess the following abilities:

- Maintain confidentiality
- Work in a team setting
- Meet required deadlines, maintain case-related tracking systems
- Maintain concentration despite interruptions
- Strong knowledge of office procedures, practices, and processes
- Extensive knowledge of proper grammar usage and the ability to edit efficiently
- General knowledge of the criminal justice system and legal terminology
- Fluency in Spanish, Cantonese, or Vietnamese is helpful, but not required

GENERAL INFORMATION:

- Applicants must be U.S. citizens or eligible to work in the United States and have a valid driver's license or state Identification. Individuals able to work under DACA are not eligible at this time
- Work generally performed in an office setting (professional business attire required)
- Some local travel may be required
- Incumbent may have contact with persons with violent backgrounds

TO APPLY:

Interested candidates should submit a letter of interest, current resume, two letters of recommendation (from instructors, advisors, or recent employers) and a copy of college transcripts to: anthony_granados@canpt.uscourts.gov **Please reference Job PSA SAN JOSE 13-2019 in the heading.** Due to the volume of applications received, the U.S. Pretrial Services Agency will only communicate with those qualified individuals who will be interviewed.

NOTICE TO APPLICANTS:

The Pretrial Services Agency requires employees to adhere to a Code of Conduct which is available upon request. The applicant will be subject to a background criminal record check before an employment offer is made. The courthouse is a smoke-free environment. Direct Deposit is required for payment of compensation for employees.

BENEFITS:

When-Actually-Employed (WAE) Appointments are excluded from retirement, health, and life insurance coverage, tax deferred savings plans and leave accrual.

THE U.S. PRETRIAL SERVICES AGENCY IS AN EQUAL OPPORTUNITY EMPLOYER